



**STANDARDS OF APPRENTICESHIP**  
adopted by

**PORT TOWNSEND PAPER CORPORATION IN-PLANT  
APPRENTICESHIP COMMITTEE**

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u>	<u>DOT</u>	<u>Term</u>
INDUSTRIAL MAINTENANCE ELECTRICIAN		829.261-018	10,000 HOURS
INDUSTRIAL MAINTENANCE MACHINIST		600.280-042	10,000 HOURS
INDUSTRIAL MAINTENANCE MILLWRIGHT		638.281-018	10,000 HOURS
INDUSTRIAL MAINTENANCE PIPEFITTER		862.381-018	10,000 HOURS
INDUSTRIAL MAINTENANCE WELDER		819.384-010	10,000 HOURS



**APPROVED BY**  
**Washington State Apprenticeship and Training Council**  
**REGISTERED WITH**  
**Apprenticeship Section of Specialty Compliance Services Division**  
Washington State Department Labor and Industries  
Post Office Box 44530  
Olympia, Washington 98504-4530

**APPROVAL:**

APRIL 22, 1994  
Initial Approval

OCTOBER 19, 2001  
Committee Amended

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Standards Amended (review)

JULY 18, 2003  
Standards Amended (administrative)

By: LAWRENCE CROW  
Chair of Council

By: PATRICK WOODS  
Secretary of Council

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The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC.

Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

**There exists a need to train maintenance personnel with the knowledge and skill required for maintaining the company's efficiency of operations, quality and service. This need is met by the following apprenticeship program.**

**I. GEOGRAPHIC AREA COVERED:**

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

**The geographical area for this program shall be Port Townsend Paper Mill, Port Townsend, Washington.**

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**II. MINIMUM QUALIFICATIONS:**

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

Age:           **18 years of age.**

Education:   **High school diploma or equivalent.**

Physical:      **Satisfactorily meet the Company's physical requirements.**

Testing:       **None.**

Other:         **None.**

**III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:**

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

A. Selection Procedures:

**Apprentices shall be selected by the established job posting procedure from a pool of current employees. All qualified applicants will be interviewed to evaluate their potential success in the program. Final selection is based on this interview and findings from the Company's employment application process, including their previous work history, prior work experience, prior education, and current job performance.**

B. Equal Employment Opportunity Plan:

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Port Townsend Paper Corporation has on file in its offices in Port Townsend, Washington, an affirmative action plan, which applies to the groups signatory to these Standards. This affirmative action plan has the following specific requirements:

1. Information concerning equal opportunity policies of the Company will be disseminated in all shops and to potential applicants.
2. The company will cooperate with local school districts, community colleges and vocational schools to develop programs, which prepare students for entrance into apprenticeship.
3. Participate in annual workshops, where available, designed to familiarize all concerned with the apprenticeship system and current opportunities.
4. To encourage the establishment and use of pre-apprenticeship preparatory trade training and to provide that those who engage in such programs are given full and equal opportunity for admission into apprenticeship.
5. Grant credit for previous trade experience or trade-related courses for all applicants equally through the company's "Acceleration Review Process."

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

**IV. TERM OF APPRENTICESHIP:**

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

**The following trades will have a 5-year (10,000 hour) term of apprenticeship divided into 3 stages.**

**Industrial Maintenance Millwright  
Industrial Maintenance Pipefitter  
Industrial Maintenance Electrician  
Industrial Maintenance Welder  
Industrial Maintenance Machinist**

**Each apprentice will progress the following stages in the order listed and for the period shown:**

<b>Apprentice C</b>	<b>24 months (4000 hours)</b>
<b>Apprentice B</b>	<b>18 months (3000 hours)</b>
<b>Apprentice A</b>	<b>18 months (3000 hours)</b>

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**V. INITIAL PROBATIONARY PERIOD:**

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

**Once an individual accepts an apprentice position, they have a 30-day calendar period (176 hours) during which either the employee or the company may make the decision to return the individual to his or her former job in the mill.**

**VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:**

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

**The number of apprentices shall not exceed one (1) apprentice to one (1) journey-level worker on the job site in order to ensure adequate training and supervision**

**VII. APPRENTICE WAGES AND WAGE PROGRESSION:**

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be

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less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

**Port Townsend Paper has 9 pay grades with grade 9 as the highest.**

<b>Apprentice C</b>	<b>Pay Grade 2</b>
<b>Apprentice B</b>	<b>Pay Grade 4</b>
<b>Apprentice A</b>	<b>Pay Grade 6</b>

**Each apprentice will progress the following stages in the order listed and for the period shown:**

<b>Apprentice C</b>	<b>24 months (4000 hours)</b>
<b>Apprentice B</b>	<b>18 months (3000 hours)</b>
<b>Apprentice A</b>	<b>18 months (3000 hours)</b>

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**VIII. WORK PROCESSES:**

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

<b><u>A. Industrial Maintenance Electrician</u></b>	<b><u>Approximate Hours</u></b>
1. Safety and Department Procedures .....	500
a. Mill and Department Safety Rules	
b. Lockout Procedures	
c. Use and Location of Fire Alarms	
d. Hot Work Permits	
e. Respiratory Training	
f. Ladder Safety and Fall Protection	
g. MSDS Sheets and Hazardous Materials	
h. Hazard Awareness	
i. Warehouse Procedures	
j. Work Order System and Equipment Detail	
2. Equipment Operation.....	800
a. Mobile equipment: Go Devils, Intermediate Drott, Fork Trucks, Scissor Manlift	
b. Bridge Cranes	
c. Marvel Saw, Beaver Saw, Portable Saws	
d. Drill Presses	
e. Iron Worker and Metal Brake	
f. Hydraulic Jacks, Pullers, Benders, Crimpers	
g. Basic Test Meters	
h. IBM PC's	
i. Portable and Stationary Grinders and Brushes	
j. Portable Drills	
k. Chain Falls and Hoists	
l. Welding machines	
m. Oscilloscope	
n. HIOKI Storage Scope	
o. Megger	
p. 4-20 ma Calibrator	
q. PLC's	
r. Threading Machine	
s. Undercutting Tool	
t. Fluke Frequency Meter	

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- 3. General Maintenance.....1000
  - a. Reading Drawings
  - b. Conduit Installation
  - c. Electrical Load Calculations
  - d. Basic Computer Use
  - e. Use of all Test Meters
  
- 4. Electrical and Motor Maintenance.....5700
  - a. Motor Overhaul and Bearing Replacement
  - b. Panels and Raceways
  - c. Protective Relays
  - d. Location of 440, MCC, and lighting
  - e. 120V Repairs
  - f. 440V Motors and Controls
  - g. Relay Logic
  - h. PLC Use and Programming
  - i. DC Motor Commentator Repair
  - j. Synchronous Motors
  - k. Transformer Maintenance and Operation
  - l. Reduced Voltage Starters
  - m. 2300V Motors and Controls
  - n. High voltage power
  - o. Digital Logic and Boolean Math
  - p. Eddy Current Drives
  - q. Variable Frequency Drives
  - r. NEC and State Certification
  - s. DC Control Systems
  - t. Vacuum Tube Fundamentals
  - u. 4-20 mA Controls
  
- 5. Welding and Fabrication.....2000
  - a. Simple Fabrication
  - b. Basic Welding
  - c. Sheet Metal Work

**TOTAL HOURS:                    10,000**

**Areas of mill to be learned:**

**Electric Shop, General Mill including the Bag Plant, Motor Rebuild Shop**

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<b>B.    <u>Industrial Maintenance Machinist</u></b>	<b><u>Approximate Hours</u></b>
1. <b>Safety and Department Procedures .....</b>	<b>500</b>
a. <b>Mill and Department Safety Rules</b>	
b. <b>Lockout Procedures</b>	
c. <b>Use and Location of Fire Alarms</b>	
d. <b>Hot Work Permits</b>	
e. <b>Respiratory Training</b>	
f. <b>Ladder Safety and Fall Protection</b>	
g. <b>Confined Space Entry</b>	
h. <b>MSDS Sheets and Hazardous Materials</b>	
i. <b>Hazard Awareness</b>	
j. <b>Warehouse Procedures</b>	
k. <b>Crane Signals</b>	
2. <b>Equipment Operation .....</b>	<b>800</b>
a. <b>Mobile equipment: Go Devils, Intermediate Drott, Fork Trucks</b>	
b. <b>Large Radial Drill</b>	
c. <b>Marvel Saw, Do-all Saw, Beaver Saw, Portable Saws</b>	
d. <b>Drill Presses</b>	
e. <b>Iron Worker and Metal Brake</b>	
f. <b>Hydraulic Jacks and Pullers</b>	
g. <b>Hydraulic and Arbor Presses</b>	
h. <b>Lathes</b>	
i. <b>Balancing Equipment</b>	
j. <b>Portable and Stationary Grinders and Brushes</b>	
k. <b>Portable Drills</b>	
l. <b>Chain Falls and Hoists</b>	
m. <b>Welding machines</b>	
n. <b>Cutting/Heating Torches</b>	
o. <b>Micrometers</b>	
p. <b>Key Seater</b>	
q. <b>Milling Machines</b>	
r. <b>Knife Grinders</b>	
s. <b>Rod Threading Machines</b>	
t. <b>Portable Milling Equipment</b>	
u. <b>Roll Grinder</b>	
v. <b>Surface Gauge</b>	
3. <b>General Maintenance.....</b>	<b>1000</b>
a. <b>Reading Drawings</b>	
b. <b>Installing Bearings and Seals</b>	
c. <b>Tool Grinding</b>	
d. <b>Drill Sharpening</b>	
e. <b>Drilling and Tapping</b>	

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- f. Rigging
- 4. Machine Shop Practice .....5700
  - a. Basic Lathe Operations
  - b. Layout
  - c. Turning Tapers
  - d. Slotting Keyways
  - e. Knife Grinding
  - f. Shaper Work
  - g. Ceramic and Carbide Tools
  - h. Metalizing
  - i. Threads and Thread Cutting
  - j. Wire Repairs
  - k. Balancing
  - l. Material Selection
  - m. Basic Roll Grinding
  - n. Field Machining
- 5. Welding and Fabrication.....2000
  - a. Basic Welding
  - b. Torch Heating and Cutting
  - c. Flame Straightening
  - d. Metallurgy and Plastics

**TOTAL HOURS: 10,000**

**Areas of mill to be learned:**  
**Machine Shop**  
**General Mill**

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<b><u>C. Industrial Maintenance Millwright</u></b>	<b><u>Approximate Hours</u></b>
1. Safety and Department Procedures .....	500
a. Mill and Department Safety Rules	
b. Lockout Procedures	
c. Use and Location of Fire Alarms	
d. Hot Work Permits	
e. Respiratory Training	
f. Ladder Safety and Fall Protection	
g. Confined Space Entry	
h. MSDS Sheets and Hazardous Materials	
i. Hazard Awareness	
j. Warehouse Procedures	
k. Work Order System and Equipment Detail	
l. Crane Signals	
2. Equipment Operation.....	800
a. Mobile equipment: Go Devils, Intermediate Drott, Fork Trucks, Scissor Manlift	
b. Bridge Cranes	
c. Radial and Band Saws, Marvel Saw, Beaver Saw, Portable Saws	
d. Drill Presses	
e. Iron Worker and Metal Brake	
f. Hydraulic Jacks and Pullers	
g. Hydraulic and Arbor Presses	
h. Mag Base Drill	
i. Predictive Maintenance Equipment	
j. Portable and Stationary Grinders and Brushes	
k. Portable Drills	
l. Chain Falls and Hoists	
m. Welding machines and Plasma Arc	
n. Cutting/Heating Torches	
o. Torque Wrenches/Multiplier	
p. Spray Paint Equipment	
q. Hydraulic Nuts	
r. Hydraulic Wrench	
s. Pipe/Rod Threading Machines	
t. Hose Crimper	
u. Bearing Heater	
3. General Maintenance.....	1000
a. Reading Drawings	
b. Installing Bearings and Seals	
c. Fasteners	
d. Drill Sharpening	

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- e. Lubrication
  - f. Basic Threaded Piping
  - g. Rigging
  - h. Crane Inspection
  - i. Basic Carpentry
4. Maintenance and Repair of Machinery .....5700
- a. Belt and Chain Drives
  - b. Rebuilding Pumps
  - c. Rebuilding Gearboxes
  - d. Precision Alignment
  - e. Pump Troubleshooting
  - f. Compressor Troubleshooting
  - g. Mechanical Seals
  - h. Rolling Stock Maintenance
  - i. PM Roll Handling
  - j. Hydraulic Systems
  - k. Pneumatic Systems
5. Welding and Fabrication.....2000
- a. Simple Fabrication
  - b. Torch Heating and Cutting
  - c. Welding
  - d. Carbon Arc Gouging
  - e. Metallurgy

**TOTAL HOURS:                      10,000**

**Areas of mill to be learned:**

Steam and Power  
Paper Machines  
Pulp Mill/Fiber Supply and Truck Shop

**An apprentice would be scheduled to spend 2 years in the first area and then 1 and 1/2 years in the other 2. Rotation would be by calendar date and normally occur on advancement date to the next level; however, the time requirement in an area would not limit an apprentice from acceleration. Time in the truck shop would be limited to 6 months.**

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<b><u>D. Industrial Maintenance Pipefitter:</u></b>	<b><u>Approximate Hours</u></b>
1. Safety and Department Procedures .....	500
a. Mill and department safety rules	
b. Lockout Procedures	
c. Use and location of fire alarms	
d. Hot work permits	
e. Respiratory training	
f. Ladder safety and fall protection	
g. Confined space entry	
h. MSDS Sheets and Hazardous Materials	
i. Hazard Awareness	
j. Warehouse Procedures	
k. Crane Signals	
2. Equipment Operation .....	800
a. Mobile equipment: Go Devils, Intermediate Drott, Fork Trucks, Scissor Manlift	
b. Radial and Band Saws, Marvel Saw, Beaver Saw, Portable Saws, Friction Saw	
c. Drill Presses	
d. Iron worker and metal brake	
e. Mag base drill	
f. Portable and stationary grinders and brushes	
g. Portable Drills	
h. Chain Falls and Hoists	
i. Welding machines and Plasma Arc	
j. Cutting/heating torches	
k. Wire feed	
l. Hydroblaster	
m. Hot tap	
n. Hilti drill	
o. Pipe threading machines	
p. Hose crimper	
q. Hand pipe threader	
r. Small hydraulic presses	
3. General Maintenance.....	2000
a. Reading drawings	
b. Assembly of gaskets and flanges	
c. Threaded pipefitting	
d. Pipe layout	
e. Pipe template drawing	
f. Tubing and Fittings	
g. Rigging	
h. Fasteners and hangars	

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- 4.   **Welding and Pipe Fabrication .....5700**
  - a.   **Simple Fabrication**
  - b.   **Torch Heating and Cutting**
  - c.   **Welding**
  - d.   **Carbon Arc Gouging**
  - e.   **Metallurgy**
  - f.   **Certified structural welding**
  - g.   **Certified carbon steel pipe welding**
  
- 5.   **Fire System Maintenance .....1000**
  - Fire system including trip testing**

**TOTAL HOURS:                   10,000**

**Areas of mill to be learned:**

**Steam and Power**  
**Paper Machines**  
**Pulp Mill/Fiber Supply and Truck Shop**

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<b><u>E. Industrial Maintenance Welder:</u></b>	<b><u>Approximate Hours</u></b>
1. Safety and Department Procedures .....	500
a. Mill and Department Safety Rules	
b. Lockout Procedures	
c. Use and Location of Fire Alarms	
d. Hot Work Permits	
e. Respiratory Training	
f. Ladder Safety and Fall Protection	
g. Confined Space Entry	
h. MSDS Sheets and Hazardous Materials	
i. Hazard Awareness	
j. Warehouse Procedures	
k. Crane Signals	
2. Equipment Operation .....	800
a. Mobile equipment: Go Devils, Intermediate Drott, Fork Trucks, Scissor Manlift	
b. Large radial drill	
c. Marvel Saw, Beaver Saw, Portable Saws	
d. Drill Presses	
e. Iron Worker and Metal Brake	
f. Hydraulic Jacks and Pullers	
g. Hydraulic and Arbor Presses	
h. Mag Base Drill	
i. Portable and Stationary Grinders and Brushes	
j. Portable Drills	
k. Chain Falls and Hoists	
l. Welding Machines and Plasma Arc	
m. Cutting/Heating Torches	
3. General Maintenance.....	200
a. Reading Drawings	
b. Rigging	
4. Maintenance Welding and Fabrication .....	8500
a. Simple Fabrication	
b. Torch Heating and Cutting	
c. Basic Arc Welding	
d. Carbon Arc Gouging	
e. Metallurgy	
f. Oxyfuel Welding	
g. TIG and MIG welding	
h. Brazing	
i. Silver Soldering	
j. Flame Straightening	

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- k. Welding Pipe
- l. Certified Welding-structural
- m. Certified Welding-carbon steel
- n. Certified Welding-stainless steel
- o. Cast Iron Repair
- p. Pressure Vessel Work
- q. Advanced Fabrication

**TOTAL HOURS:                      10,000**

**Areas of mill to be learned:**

**Weld Shop**  
**General Mill**

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**IX. RELATED/SUPPLEMENTAL INSTRUCTION:**

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- ☒ (X) Supervised field trips
- ☒ (X) Approved training seminars
- ☒ (X) A combination of home study and approved correspondence courses
- ☐ ( ) State Community/Technical college
- ☐ ( ) Private Technical/Vocational college
- ☐ ( ) Training trust
- ☐ ( ) Other (specify):

**144** Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

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- A. Course Completion:** The apprentice is expected to complete the job related course material on their own time. All exams require a minimum score of 70% for passing. All failed exams must be completed within the stage time requirement and the extension period or the apprentice will be dropped from the program.
- B. Course Content:** Related material shall cover the courses listed in the Appendix.
- C. Tuition Reimbursement:** The Company will pay tuition, lab and book fees for all job related courses.
- D. Final Exam:** After an apprentice completes the job related courses for each stage, he or she will be required to take a written test on the material covered. The test will be open book with a two-hour time limit and will be given by the program coordinator on the mill site. Test results will be discussed with the apprentice within five working days from the day it was given. Should the person score below 70% on this test, he or she must successfully pass a re-test within the extension period or they will be dropped from the program.

**X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:**

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

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A. General Procedures

1. **Continuity of Employment:** In the event an apprentice withdraws or is removed from the apprenticeship program outside of the probationary period, the apprentice will be returned to the labor pool and may apply for the next available opening in the mill.
2. **Wage Progression:** Apprentices shall advance through each pay group based on the time in each stage provided that all requirements for advancement have been met. This will include successful completion of job related courses, a final exam covering the courses, and a field test.
3. **Term of Apprenticeship:** Normally, the term of apprenticeship will be based on calendar months regardless of short term sickness or vacation time lost. However, in the event of extended layoff, leave of absence from work, reserve duty, or other extended absence, the term shall be calculated on actual hours worked.
4. **Extension Period:** An additional period of not more than 6 months (1000 hours) will be added to each stage if needed for the completion of requirements of that stage. Failure to complete all requirements in the extension period will result in the apprentice being removed from the program.
5. **Field Tests:** During the last three months of each stage the apprentice will be expected to successfully complete a field test. This test will cover the minimum number of elements that are established for that specific trade and stage of the program. The test will consist of one or more jobs as necessary to cover all the test elements and will be worked into the normal maintenance schedule. Upon completion of any job in the field test, the foreman will evaluate the apprentice's work with regard to safety, planning, quality and quantity of work performed, housekeeping, and any other factors the foreman will then determine if the apprentice has passed and will discuss all weak areas with the individual.

If the apprentice feels that the field test has been unfairly graded, it will first be discussed with the craft supervisor and then, if necessary, the apprentice committee who will have the final say. Should a person fail the field test, they must successfully complete a re-test within the extension period or they will be dropped from the program.

6. **Work Assignment:** The apprentice may be scheduled for any job he or she is qualified to perform. To insure as broad an exposure as possible, the apprentice will be scheduled to work in various parts of the mill as outlined in their schedule of work processes.

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7. **Hand Tools:** Each apprentice will be expected to supply his or her own hand tools as required by the job. Prior to advancement to journey-level worker, he or she will be expected to have all the tools listed on the minimum tool requirements list for a journey-level worker in their craft. The minimum tool requirements list is published by the apprentice committee and will be updated as necessary. The company will provide all necessary power tools.
8. **Hand Tools:** Each apprentice will be trained in skills and equipment outlined in their schedule of work processes. This list will be updated as requirements change within each craft by the apprentice committee. Before advancement to journey-level worker, the apprentice will have received on the job training for each item and will be expected to demonstrate these skills to the satisfaction of him or herself, a qualified craftsman, and the foreman.
9. Within the first two weeks after an apprentice enters the maintenance department, he or she will be briefed on the lockout procedure, burning permit requirements, the work order system, department safety rules, time card completion, and general departmental policies. A record of skills and equipment qualified for is to be kept by the apprentice and the program coordinator. The apprentice may be provided with training in fields outside their craft not covered by this program.
10. **Apprentice Reviews:** The foreman will conduct formal reviews with each apprentice on a regular schedule throughout the program. The intent of these reviews are to advise the apprentice of any areas where he or she is not progressing at the normal rate. These reviews will be conducted monthly for the first three months of the program and bimonthly for the remainder. A written record of these reviews will be maintained by the program coordinator.
11. **Apprentice Acceleration:**
  - a. **Apprentice acceleration will be based on:**
    - (1) Previous related experience (either job skills or mill experience of at least 1 year duration). This would have to be identified in the selection interview with a review planned no earlier than 30 working days after entering in the department.
    - (2) Exceptional progress (demonstratable professional progress, which would place a person at a skill level commensurate with the trade level being sought).
  - b. **The review process would have the following steps:**
    - (1) An acceleration review request form would be submitted to the program coordinator. This form could be initiated by the

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apprentice, the apprentice's foreman, or a journey-level worker familiar with the apprentice. The form would require the signatures of all three before being submitted.

- (2) A review committee would be composed of the personnel manager, the program coordinator, and two selected employee representatives of the apprentice committee. An alternate employee representative would also be chosen from the apprentice committee in the event that a substitute was needed. This committee would meet within 15 days after a request for acceleration. They would hear from the apprentice, the foreman, and a journey-level worker and then make a decision regarding acceleration and effective date. Should the committee approve the recommendation, it will be presented to the maintenance superintendent for processing. Should the committee disapprove or reach an impasse, the recommendation shall be automatically rejected.
  - (3) Acceleration reviews would be reported back to the entire apprentice committee so all members would be aware of standards, reasons for acceleration, or reasons for denying an acceleration. This information would remain confidential. This would also contribute to maintaining a uniform standard in the mill.
- c. In the event that an apprentice is approved for acceleration, they will receive the pay level for the next grade given that:
- (1) All books and tests have been completed.
  - (2) All applicable work process skills have been mastered to the satisfaction of the apprentice's supervisor and the acceleration committee.
  - (3) Field tests have been administered, graded, and passed to the satisfaction of the apprentice's supervisor and the acceleration committee.
- d. If such person is applying for acceleration to journey-level worker, the following will apply in addition to the above:
- (1) All scheduled rotations into the "Mill Areas to be Learned", as defined by each Work Process section of each particular craft definition will be met. The exposure in each area must meet or exceed a fractional equivalent of the acceleration/scheduled time of service.
  - (2) A maximum of two (2) accelerations may be awarded to any apprentice.
  - (3) One of the stages (A, B, C) or his/her "Term of Apprenticeship" must have ran its full chronological length.
  - (4) The apprentices' "Term of Apprenticeship" must exceed:

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- (a) 2-1/2 years if the apprentice has been awarded a first acceleration due to significant (1 year or more) applicable prior experience.
    - (b) 3-1/2 years if little or no prior experience was applied towards their first acceleration.
  - (5). All hand tools that the apprentice is expected to supply are currently in his/her possession.
  - e. This acceleration program may be rescinded by either Port Townsend Paper Corporation or the AWPPW, Local #175.
12. **Completion of Apprenticeship:** After satisfactory completion of an apprenticeship under these standards, and upon recommendation of the Apprentice Committee, the Washington State Apprenticeship and training Council shall furnish such apprentice with a certificate of Completion of Apprenticeship in accordance with the State Apprenticeship Act and the rules of the Council.

B. Local Apprenticeship Committee Policies

NONE

C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

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If apprentice chooses to pursue the complaint further:

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

**XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION**

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)

Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members.

Conference call meetings may be conducted in lieu of regular meetings but must not

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exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

**B. Program Operations (Chapter 296-05 WAC - Part C & D):**

1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
  - Authorization of Signature - as necessary
  - Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
  - Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
  - Change of Status – within 30 days of action by committee, with copy of minutes
  - Journey Level Wage – at least annually, or whenever changed
  - Revision of Standards and/or Committee Composition - as necessary
  - RSI (Quarterly) Reports:
    - 1st quarter: January through March, by April 10
    - 2nd quarter: April through June, by July 10
    - 3rd quarter: July through September, by October 10
    - 4th quarter: October through December, by January 10
3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
    - Program name
    - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
    - Section VII: Apprentice Wages and Wage Progression
    - Section IX: Related/Supplemental Instruction
    - Section XI: Committee - Responsibilities and Composition (including opening statements)

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- Section XII: Subcommittees
- Section XIII: Training Director/Coordinator

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
  - Additional credit
  - Suspension (i.e. military service or other)
  - Reinstatement
  - Cancellation and/or
  - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
  3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
  4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
  5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However,

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time spent will not be applied toward the on-the-job portion of apprenticeship training.

6. Hear and adjust all complaints of violations of apprenticeship agreements.
7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

**D. Training Agent Management:**

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

**E. Composition of Committee:** (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

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Quorum: **SEE ABOVE**

Program type administered by the committee: **INDIVIDUAL JOINT**

The employer representatives shall be:

**Michael R. Guthrie, Secretary**  
**PO Box 3170**  
**Port Townsend, WA 98368**

**Joe Shaw**  
**PO Box 3170**  
**Port Townsend, WA 98368**

**Fred Brooling**  
**PO Box 3170**  
**Port Townsend, WA 98368**

The employee representatives shall be:

**Wm. James Lammie, Chairman**  
**PO Box 3170**  
**Port Townsend, WA 98368**

**Charlie Runnion**  
**PO Box 3170**  
**Port Townsend, WA 98368**

**Mitch Garrett**  
**PO Box 3170**  
**Port Townsend, WA 98368**

**Chuck Goodwin, Alternate**  
**Port Townsend Paper Corp.**  
**PO Box 3170**  
**Port Townsend, WA 98368**

**The Alternates shall represent the trades not covered by the employee representatives. They shall be selected by the employees and will attend all committee meetings but will not have a vote.**

**XII. SUBCOMMITTEE:**

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

**NONE**

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**XIII. TRAINING DIRECTOR/COORDINATOR:**

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

**Michael R. Guthrie, Coordinator**  
**PO Box 3170**  
**Port Townsend, WA 98368**